

**From:** Vankeerbergen, Bernadette  
**To:** ["husen.1@osu.edu"](mailto:husen.1@osu.edu); [Simmons, Clare](#)  
**Cc:** [Haddad, Deborah](#); [Lowry, Debra](#); [Heysel, Garrett](#); [Aski, Janice](#); [Daniels, Charles](#)  
**Subject:** English & Math 4420  
**Date:** Tuesday, May 16, 2017 1:01:00 PM  
**Attachments:** [image001.png](#)

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Dear Bill and Clare,

On April 11, the Natural and Mathematical Sciences (NMS) Panel of the ASC Curriculum Committee approved Math 4420 with one contingency and two recommendations:

- Contingency: Issue of contact hours has not been resolved. P. 8: 3-credit hour course should meet 165 minutes per week (not 110 minutes).
- Recommendations:
  - o Capstone presentations and documents: When course is actually offered, provide more details about length of document & (time) length of presentation.

o Disability statement used includes the previous location in Pomerene Hall. Update the disability statement to include the new location at 098 Baker Hall. See p. 15 of ASC Curriculum and Assessment Operations Manual for the correct disability statement [https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC\\_CurrAssess\\_Operations\\_Manual.pdf](https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)

“Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614-292-3307, [slds@osu.edu](mailto:slds@osu.edu); [slds.osu.edu](http://slds.osu.edu).”

Then, on April 14, the Arts and Humanities 1 (A&H1) Panel approved English 4420 with two contingencies:

- This course is to be taught during a regular 14-week semester. Please adjust the schedule in the syllabus accordingly. This is not a 12-week course.
- In the syllabus, p. 9, under Textbook, please provide list of required texts and other course materials, and information on where they are available. (See point 8 of ASC syllabus Template Elements <https://asccas.osu.edu/curriculum/asc-syllabus-elements> )

I have submitted the revised syllabus for Math/English 4420 to Chuck Daniels (chair of the NMS Panel) and Janice Aski (chair of the A&H1 Panel). They have both approved the revised submission. For the Math submission, please note that the syllabus still includes the Pomerene Hall location for the Office of Student Life Disability Services (though that information had been corrected on the English submission).

Both courses will now be advanced to the Office of Academic Affairs and the Registrar’s Office. (The revision to the major has been submitted to Meg Daly, the chair of the full ASC Curriculum Committee.)

My best,  
Bernadette



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